

GRIER PAVILION

RESERVATION GUIDELINES



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GRIER PAVILION — *Reservation Guidelines*

Introduction

This brochure has been designed to enhance your experience while using the Grier Pavilion. The Pavilion is a demonstration of Riverside's celebration of inclusion and exhibits the City's commitment to its diverse community. The Pavilion seeks to create an atmosphere that promotes the history, pride and progress of the City and celebrates lives dedicated to the service of others.



The Grier Pavilion



Circle of Inclusion

The Grier Pavilion is a focal point in the heart of the downtown area and celebrates Riverside's rich cultural heritage. Named for Riverside civil rights activists Dr. Barnett and Eleanor Jean Grier, the Pavilion reflects the City's lasting commitment to inclusiveness and promotes acceptance, dignity and respect for all members of our community. The Pavilion brings to life the diversity, creativity, innovation and dedication represented by the Grier family and other notables of historic Riverside's diversity: Ahn Chang-Ho, Rupert and Jeannette Costo, Jukichi Harada, Oscar Medina, John Wesley North, Miné Okubo, Johnny Sotelo, George Wong and Jesse Ybarra. Interactive touch pad kiosks tell their stories.

GRIER PAVILION

Introduction

A featured element of the Pavilion is the center Circle of Inclusion and it is centered on the main floor of the Pavilion. The circular mosaic reflects multiple cultures through images and brightly colored tiles.



Dr. Barnett and Eleanor Jean Grier



Circle of Inclusion

Other notable features of the Pavilion include:

- Inspirational quotations from civil rights leaders including César Chávez; Chief Joseph; John F. Kennedy, Jr.; Rosa Parks; Mahatma Gandhi; Abraham Lincoln; Martin Luther King; and Ahn Chang-Ho.
- Photovoltaic cells which provide a shade structure and generate 19 kilowatts of clean solar power to offset peak energy demands for City Hall.
- A panoramic, rooftop view of downtown Riverside and beyond.

GRIER PAVILION

Introduction

Construction of the Grier Pavilion began in 2007, representing an investment of approximately \$1.1 million which includes contributions from the City, businesses, civic groups and community members that are recognized on the structure's lighted pillars. Riverside Public Utilities contributed an additional \$976,000 for construction of photovoltaic energy cells.



Views from the Grier Pavilion



The Grier Pavilion is an outdoor venue and inclement weather may interrupt your event. When inclement weather is threatening to occur, it is highly recommended that you plan for an alternate location for your event, such as the Fairmount Park Boathouse, the Municipal Auditorium or the Orange Terrace Community Center. A nominal fee will apply to cover any costs incurred with the use of an alternate facility and will vary depending on the selected location.

Reservation Guidelines

Planning Your Event

To reserve the Grier Pavilion, please contact the Mayor's Office at (951) 826-5551 and submit a Reservation Request Form (copy attached) at least four weeks in advance of your event. Upon receipt of reservation form and deposit, the Mayor's Office will route the request for City approval and will tentatively hold the date of the event while being processed.

If approved, the Mayor's Office will then refer organizers of approved events to the Development Department's Arts & Cultural Affairs Division at (951) 826-2370 or specialevents@riversideca.gov for further coordination, processing and to determine any applicable fees as outlined below.

Criteria for Use of the Pavilion

Permitted uses:

- Mayor and City Council members for the purpose of addressing issues or celebrating matters of a municipal nature with community impact;
- City government to carry out City business or celebrate City events;
- Other levels of government when using the facility to address issues relating to local Riverside issues;
- Non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.

Non-permitted uses:

- Private parties such as weddings, receptions, etc.
- Political (e.g. partisan, non-partisan) events

Hours of Availability:

- Monday - Friday, 8 a.m. - 9 p.m.
- Saturdays, Sundays and Holidays on a case-by-case basis, and subject to staff availability

Maximum Attendance:

- Attendance should be capped at 250, which also reflects adjacent restroom capacity
- Seating capacity is 200

Fees:

Security Deposit:

- If your event meets the **Criteria for Use of the Pavilion** and is approved for use by the City, there is no facility rental fee. However, a deposit of \$500 is required to secure your reservation; charges will be deducted from the deposit for Additional User Costs, Security or if any repairs/cleaning are necessary after the event. To the extent that an event is cancelled prior to the point where City expenses have not been incurred, the deposit is refundable. Please allow three weeks to process the refund of the deposit.
- Security: At least one security guard must be present on the 7th floor during events after 5 p.m. on weekdays, and during times that City Hall is otherwise closed. Additionally, when City Hall is closed (Monday – Friday 7:01 p.m. – 6:59 a.m. and weekends), a second City-provided Guardsmark security guard will be needed at the 1st Floor Lobby.
- Additional User Costs: Groups using the Pavilion are required to pay all costs associated with hosting their event including provision of security, City staff and facility management as needed. Current hourly costs are as follows (costs may vary and are subject to change without notice):
 - Security guard \$25.49 per hour (Monday – Friday, 8 a.m. – 9 p.m.)
 - Site-supervision - \$44 per hour to oversee logistics on event day.
 - Communications Technician (optional) \$32.31 per hour (Monday – Friday, 8 a.m. – 5 p.m.) and \$48.47 per hour (overtime hours) – required if using audio-visual set-up and monitoring (sound system, microphones, TV's, video, PowerPoint, rotating lights).
- Set-Up Fee (no food service): A rental and set-up fee will be required if only tables and chairs are being used. This fee is used to cover the Raincross Café staff costs incurred for set-up, clean-up and tear down of the event. The sliding scale fee noted below will be used based on the anticipated attendance requested for the event:

<u>Number of attendees</u>	<u>Fee</u>
- Less than 50	\$100
- Less than 100	\$150
- More than 100	\$225
- Insurance: Facility users will need to provide a Certificate of Insurance if deemed necessary based on the type of event.
- Refund of Deposit: The \$500 deposit will be applied toward any costs described above; any remaining balance will be refunded to the event organizer following inspection of the facility at the conclusion of the event. Organizers are required to leave the venue in the same condition in which it was first occupied. Refusal to do so will result in forfeiture of the deposit.

Food and Beverages:

This brochure showcases a small sample of food offerings available through Provider Food Service which operates the Raincross Café in City Hall. In recognition of the favorable pricing structure offered at the Raincross Café, which serves City employees and visitors to City Hall, Provider Food Service is the “preferred provider” for catering service at the Grier Pavilion. As specified in the City’s Administrative Policy relating to usage of the Grier Pavilion: “... Provider Food Service shall have the opportunity to match services/prices offered by other vendors for public events held at the Grier Pavilion.”

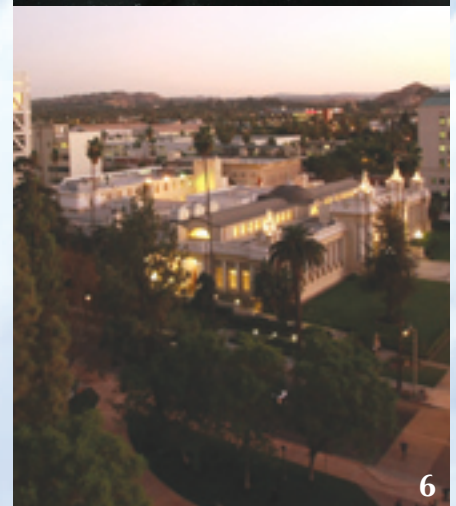
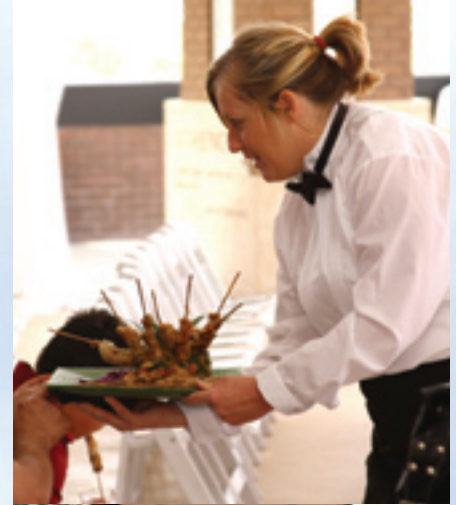
Groups considering use of a caterer other than Provider Food Service will allow Provider an opportunity to match bids submitted by other caterers. Those using the facility ultimately retain the option of using Provider, or any other professional caterer of their choice, even if Provider is able to match (or beat) other caterers’ bids.

If alcohol (beer and wine) is served at any event on the Grier Pavilion, it shall be arranged through Provider Food Service and dispensed under Provider’s license.

The City has designated Provider Food Service to act as the City’s agent in supervising this key City facility while being used by outside groups. As part of this responsibility, Provider will provide set up of City table and chair equipment for all events. Costs for this required staffing shall be borne by facility users, regardless of whether another caterer is selected by the facility user.

The City has equipped the Grier Pavilion with a state-of-the-art Audiovisual System. Use of any components of this system will require assignment of City staff to do so, with all costs to be borne by the facility user.

- If your event requires food service, please contact Provider Food Service at (951) 682-9850 to make necessary arrangements. Any fees associated with catering will be paid directly to the caterer.
- Rental and Set-up Fee (with food service): A set-up fee will be required if banquet tables and chairs are being used as part of catered services. Set-up includes the rental and use of tables and chairs to seat a maximum of 200 people and is used to cover the costs incurred for set-up, clean-up and tear down of the event.



The sliding fee scale noted below will be used based on the anticipated attendance requested for the event:

Number of Attendees	Fee
— Less than 50	\$100
— Less than 100	\$150
— More than 100	\$225

- Site Supervision Fee (with food service): There is no supervision fee if catering services are provided by Provider Food Service as staff will be on-site to serve food. However, if another caterer is used, a site-supervision fee of \$44 per hour will be required.
- All other rentals will be booked in advance through Provider Food Service (e.g. heaters, stage, podium, etc.)
- Table Linens: All table linens will need to be arranged directly with the catering service.

Confirmation:

- Approval of your event is not final until the security deposit has been received, Certificate of Insurance (if required) has been provided and an approved signed copy of the Reservation Request Form is returned to the event organizer. Events can be reserved a maximum of six (6) months in advance and a minimum of four (4) weeks in advance. Catering decisions shall be confirmed two (2) weeks prior to the event.
- A minimum of two (2) hours of preparation time should be scheduled before the event start time.

Related Provisions:

- City parking is metered between the hours of 8 a.m. - 5 p.m. and free of charge after 5 p.m. Refer to the Municipal Parking Facilities in Downtown Riverside map (on page 11) for locations of City parking lots and parking structures.
- Event furniture: Facility users will utilize only those chairs and tables (200 maximum) provided by the City for use in the Mayor's Ceremonial Room and Grier Pavilion. This provision is also intended to preclude the risk of damage to passenger elevators which serve City Hall. The City currently owns 20 round 10' tables, several tiered buffet serving tables, 10 tall round reception tables and 200 banquet chairs.
- Samples of potential table and/or chair layouts are attached.
- Age/minors: Events involving attendance by minors require proper adult supervision.
- Liability/indemnity: Users other than City Departments will sign a waiver of liability which fully indemnifies the City against any claims associated with the organization's use of the facility.



- The Grier Pavilion is an outdoor venue and inclement weather may interrupt your event. **When inclement weather is threatening to occur, it is highly recommended that you plan for an alternate location for your event, such as the Fairmount Park Boathouse, the Municipal Auditorium or the Orange Terrace Community Center.** A nominal fee will apply to cover any costs incurred with the use of an alternate facility and will vary depending on the selected location.
- Publicity/promotional material regarding a non-City event in the facility should make it clear that the location is the Grier Pavilion, avoiding language which could mistakenly convey City sponsorship of the event.
- Loading, unloading and deliveries (including vehicle access) - Access will be provided by the security guard. City staff will ensure that such activities do not unreasonably impede employee/ public access to City Hall elevators/offices.
- Site Supervisors and event organizers are responsible for ensuring that use of the Grier Pavilion remains, at all times, fully consistent with all statutory requirements, to include the Riverside Municipal Code.
- Site Supervisors and event organizers are responsible for ensuring safe use of the Grier Pavilion. At no time will open flames or cooking be permitted. (City-approved heaters and food tray warmers are allowed if used according to manufacturer guidelines.)
- No signage, banners or posters will be permitted, except for minimal decoration of the Pavilion as approved by the City.
- Animals, other than Service Animals, are prohibited from the Grier Pavilion.
- Use of City-owned audio-visual equipment on the Grier Pavilion is available for approved events, with operation of such equipment limited exclusively to City's Communication Technician.
- To enhance the safety of those attending after-hours events, security staff may require that individuals sign a check-in and check-out log.
- Clean up: Facility users must ensure that the facility is left in the condition it was found, including removal of all refuse. Refuse is to be bagged and stored on the 7th floor balcony adjacent to restroom exit doors. City staff will remove the refuse from City Hall.



Grier Pavilion Event Flow Chart

\$500 Deposit Required
Additional user costs will be deducted from deposit.

Sample Event: Three hour event for 75 people using Provider Food Service (Caterer) after business hours.

Outside Business Hours
(7 - 9 p.m. and weekends)

One Security Guard on 7th Floor and/or
One Guard in Lobby
\$25.49 per hour per guard

Communication Technician (Required if using
audio-visual equipment)
\$48.47 per hour

Event Set-Up

(Note: Provider Food Service is the City's Preferred Food Service Provider. Beer and wine will be permitted on the Pavilion but may only be served by Provider Food Service with proper permits/insurance in place.)

Contact caterer directly. Catering fees paid directly to caterer.

Food Service by Provider

\$150 set up of tables and
chairs by Provider

No charge for Site
Supervision

Total: \$150
Plus catering service costs
Deposit refund = \$350.00

Food Service **not** by Provider

\$150 set up of tables and
chairs by Provider

One Site Supervisor is required if a
caterer other than Provider is used
 $\$44 \times 3 = \132

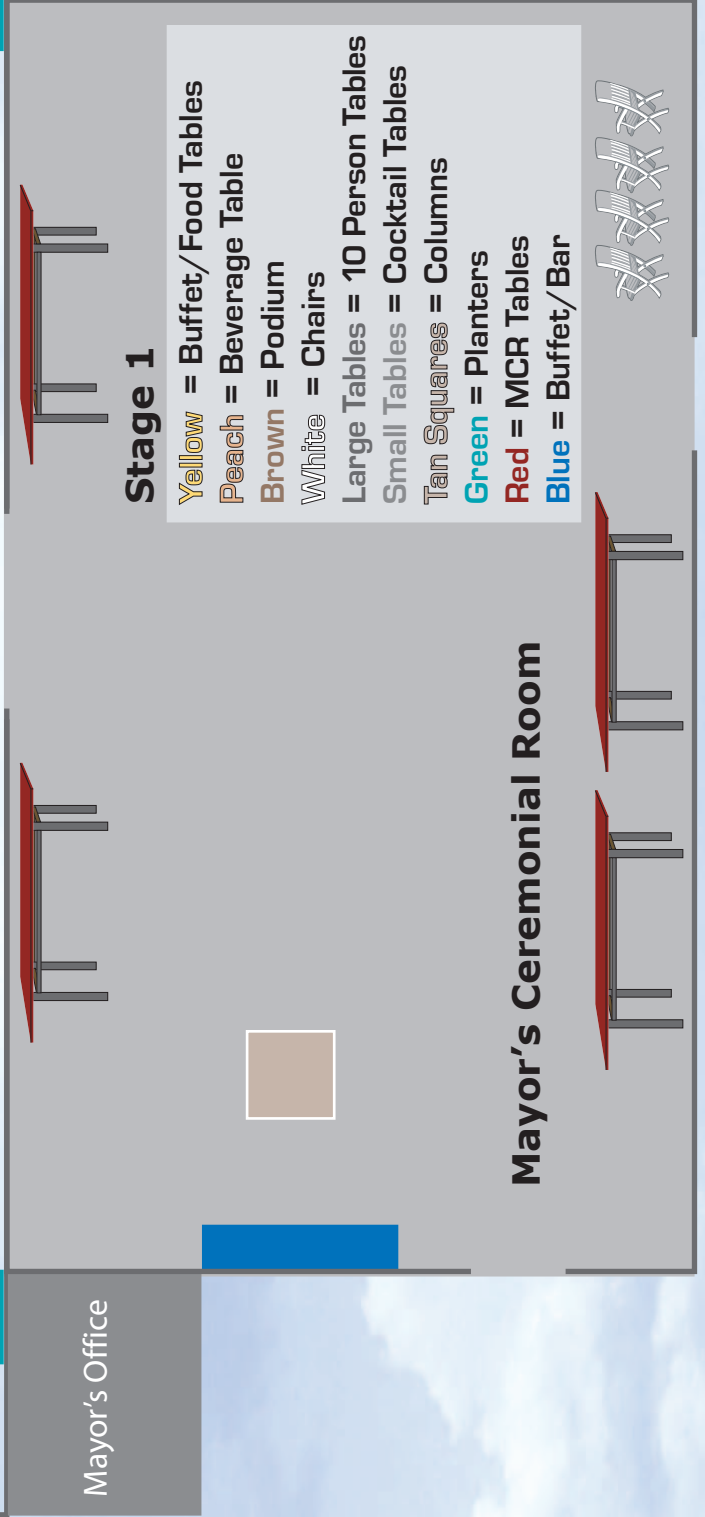
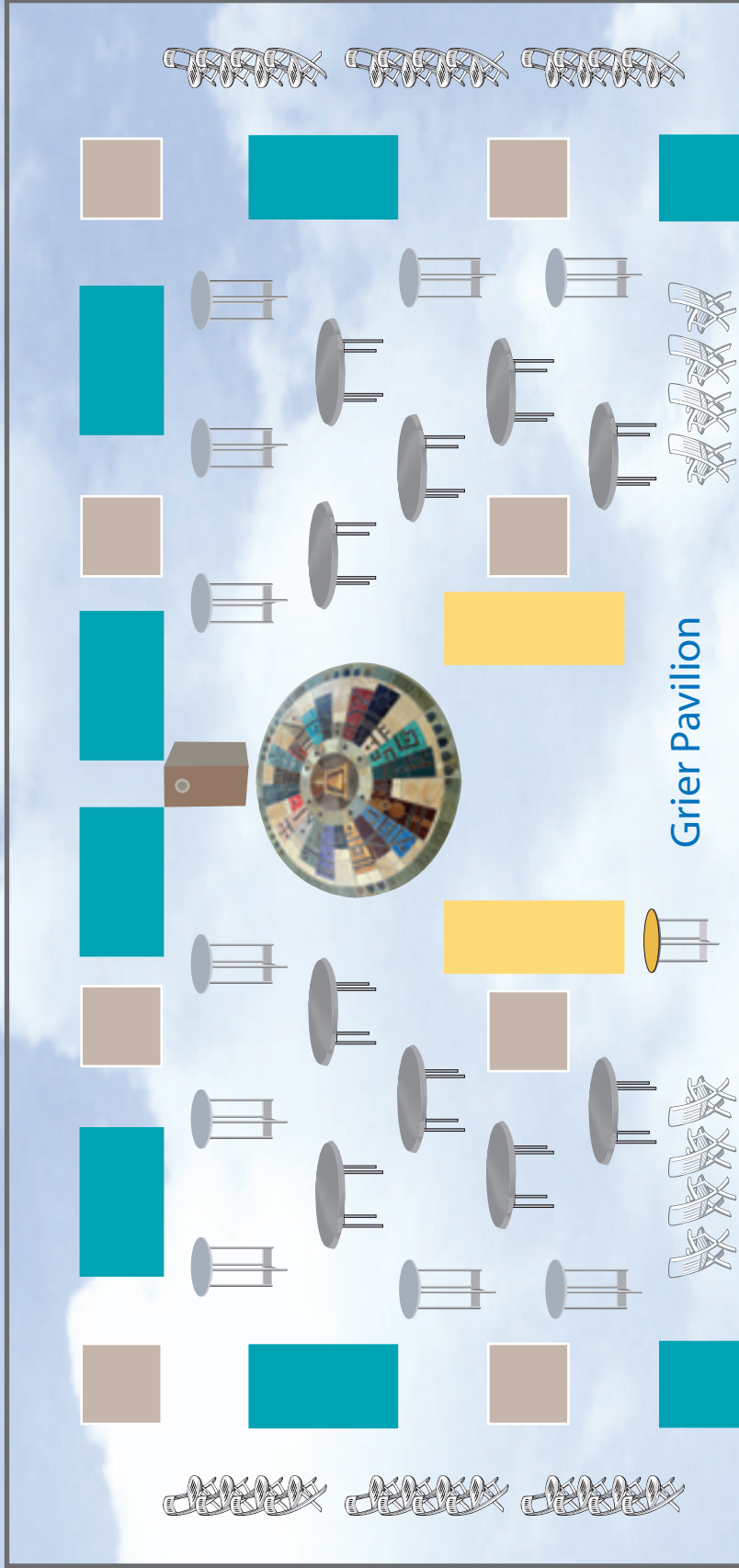
Total: \$282.00
Deposit refund = \$218.00

No Food Service

\$150 set up of tables and
chairs by Provider

One Site Supervisor is required
 $\$44 \times 3 = \132

Total: \$282.00
Deposit refund = \$218.00



Stage 1

Yellow = Buffet/Food Tables

Peach = Beverage Table

Brown = Podium

White = Chairs

Large Tables = 10 Person Tables

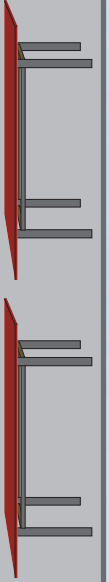
Small Tables = Cocktail Tables

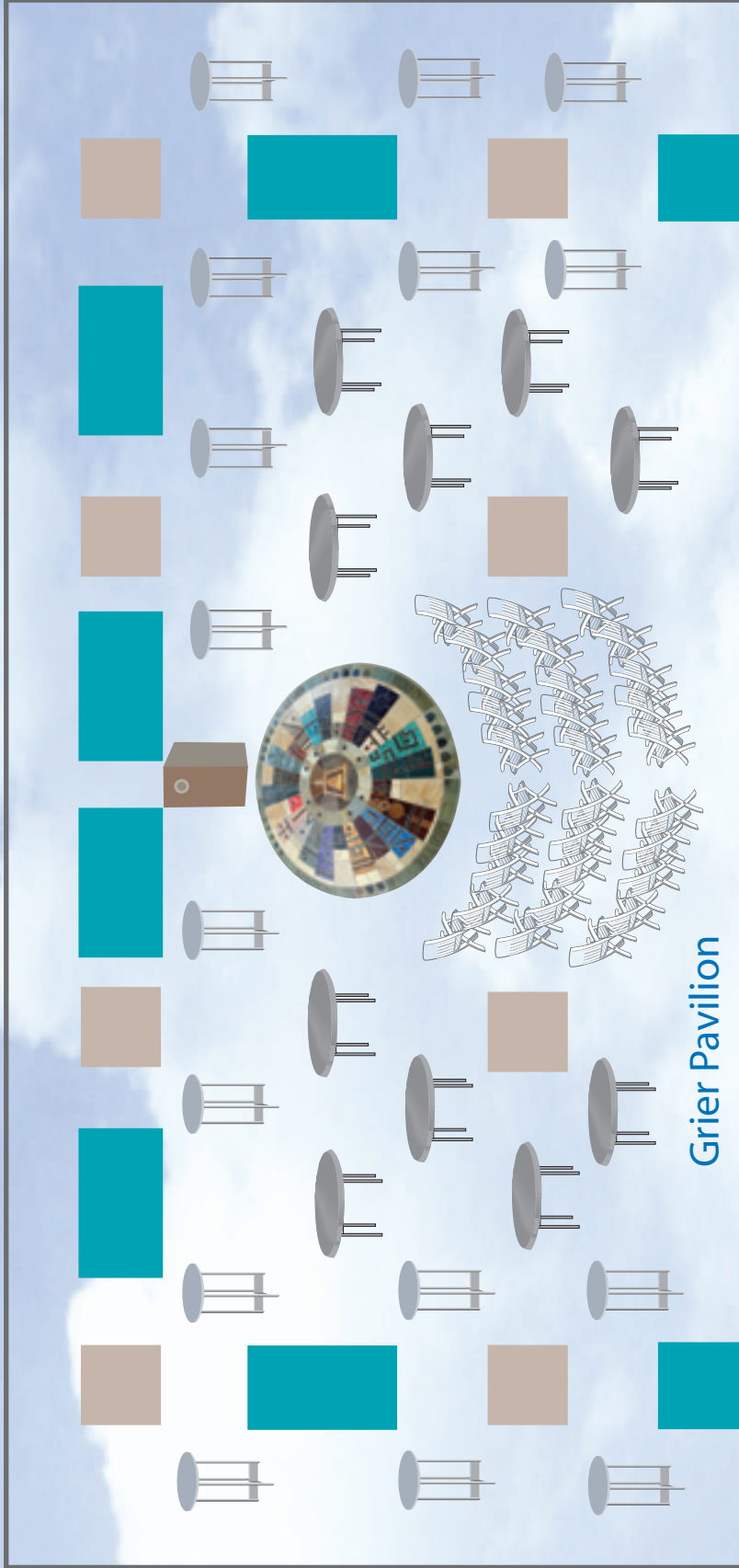
Tan Squares = Columns

Green = Planters

Red = MCR Tables

Blue = Buffet/Bar





Mayor's Office

Stage 2

Brown = Podium

White = Chairs

Large Tables = 10 Person Tables

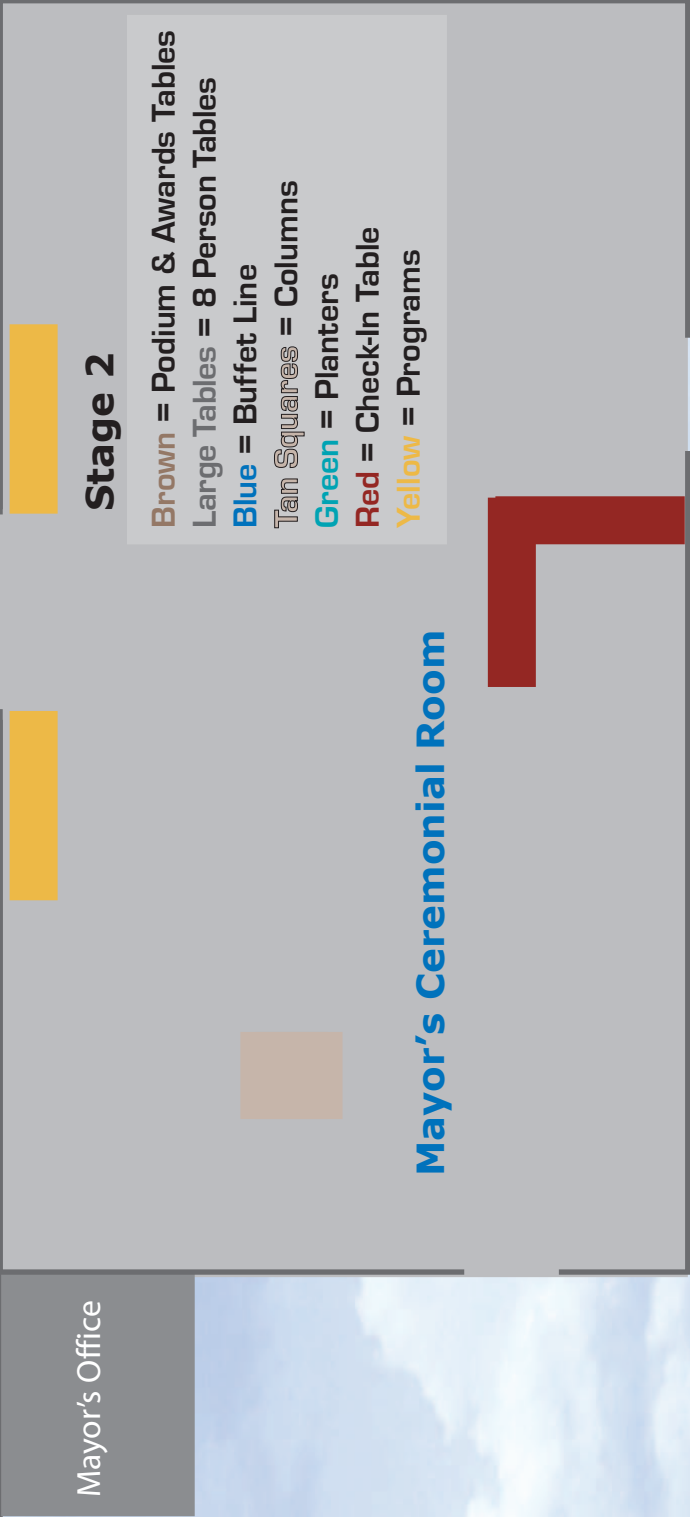
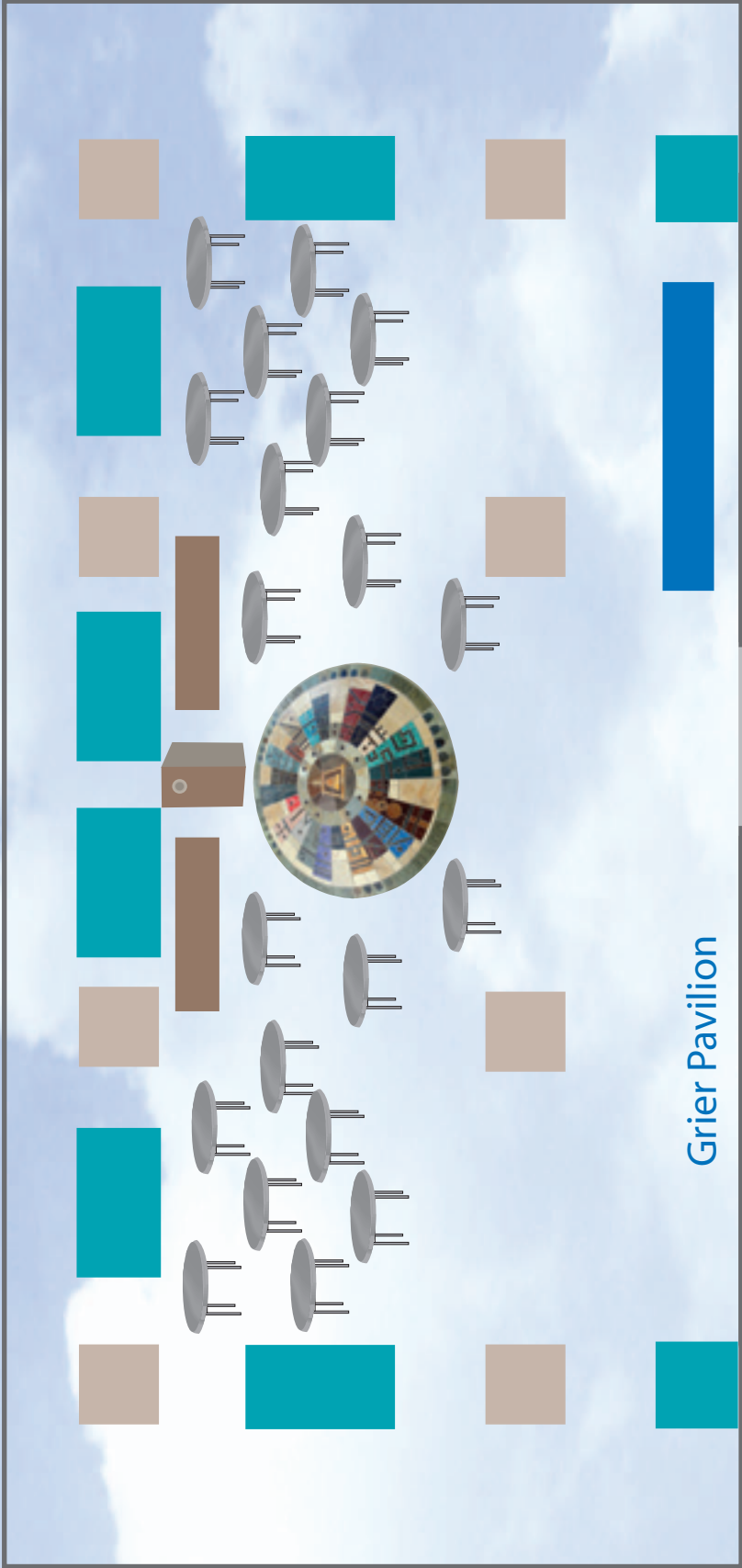
Small Tables = Cocktail Tables

Tan Squares = Columns

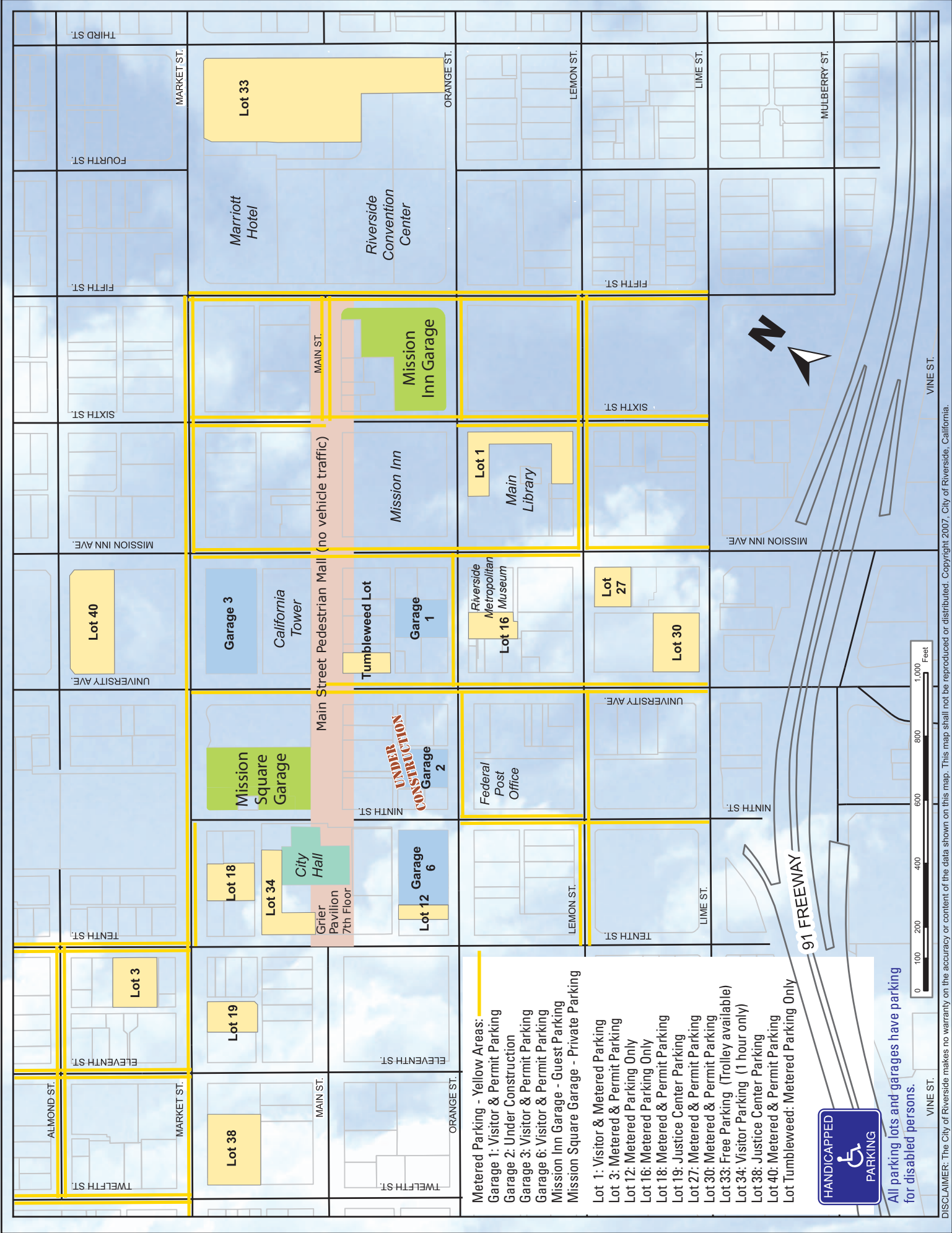
Green = Planters

Mayor's Ceremonial Room

This set up is amphitheater style with the podium as the focal point



Mayor's Office





City of Riverside Grier Pavilion

Reservation Request Form & Application Agreement

The Grier Pavilion ("Pavilion), located on the patio adjacent to the Mayor's Ceremonial Room on the 7th floor of City Hall, celebrates Riverside's rich cultural heritage and reflects the City's lasting commitment to inclusiveness, promoting acceptance, dignity and respect for all members of our community. This community venue – named for Riverside civil-rights activist Barnett and Eleanor Jean Grier – brings to life the diversity, creativity, innovations and dedication represented by the Grier family and other notables of Riverside history.

Event Date & Time: _____
(Day of Week) (Date) (Start Time) (End Time)

Host Organization: _____

Non-Profit Organization? ☐ Yes ☐ No

Primary Applicant: _____

Phone Number: () _____ Cell Number: () _____

E-Mail Address: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Secondary Applicant: _____

Phone Number: () _____ Cell Number: () _____

E-Mail Address: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Type of Event: ☐ Reception ☐ Sit-Down ☐ Buffet

Event Set-Up: Start Time: _____am/pm End Time: _____am/pm

Anticipated Attendance: _____

Event Description:



City of Riverside Grier Pavilion

Reservation Request Form & Application Agreement

Application Agreement

Primary Applicant must initial next to each statement indicating their agreement to and understanding of the statement.

_____ ☐ Applicant(s) agree(s) to abide by all guidelines for use of the Grier Pavilion as outlined below and as detailed by the Arts & Cultural Affairs Division staff.

_____ ☐ Applicant(s) agree(s) to indemnify and hold harmless the City of Riverside, its agents, officers, employees and volunteers from any and all claims for damage, liability, injury, loss of property, expense and costs allegedly incurred or connected with the requested rental.

_____ ☐ Applicant(s) understand(s) he/she will be held financially responsible for any damage to City facilities and/or equipment and will be charged additional fees if he/she is in breach of the Applicant Agreement. Applicant is required to leave the facility in the same condition in which it was first occupied. This includes cleaning and the removal of anything brought to the Grier Pavilion. Refusal by Applicant(s) to clean the facility will result in forfeiture of deposit, payment of any fees incurred by the City of Riverside and/or denial of future reservation requests. All generate trash/garbage must be removed immediately after the event.

_____ ☐ Applicant(s) understand(s) that reservation of the Grier Pavilion may require that the Applicant(s) obtain general liability insurance (to be coordinated through the Arts & Cultural Affairs Division staff).

_____ ☐ Applicant(s) understand(s) that invitation/event publicity is not to be sent out before written confirmation of reservation has been received.

I, _____, have been provided with, have read and understand the Criteria for Use of the Grier Pavilion and the Reservation Instructions. I understand that approval is not final until the \$500 deposit has been submitted, the certificate of insurance (if applicable) has been provided and a signed copy of this form is return to me or my alternate. I further understand that the City reserves the right to refuse or cancel my approved reservation if necessary, or if any of the information provided on this request form is determined to be inaccurate.

I, _____, will be responsible for the reservation and, if my guests or I breach this agreement, I will forfeit the deposit and/or incur additional fees imposed by the City. The Grier Pavilion reservation may be denied if my alternate or I indicate we will not be present during the reservation period. Cancellations made by the Primary Applicant with less than 72 hours notice may cause forfeiture of the deposit.

Primary or Secondary Applicant Signature

Date

Authorization by City Representative

Date



City of Riverside Grier Pavilion

Criteria for Use & Reservation Instructions

The Grier Pavilion ("Pavilion"), located on the patio adjacent to the Mayor's Ceremonial Room on the 7th floor of City Hall, celebrates Riverside's rich cultural heritage and reflects the City's lasting commitment to inclusiveness, promoting acceptance, dignity and respect for all members of our community. This community venue – named for Riverside civil-rights activist Barnett and Eleanor Jean Grier – brings to life the diversity, creativity, innovations and dedication represented by the Grier family and other notables of Riverside history.

Criteria for use of the Pavilion

Availability: The Pavilion is available for reservation Monday through Friday between the hours of 8 a.m. and 9 p.m. The Pavilion is also available on Saturdays, Sundays and holidays on a case-by-case basis, subject to staff availability.

Capacity: When hosting an event on the Pavilion, the hosting organization is restricted to no more than 250 guests, which also reflects adjacent restroom capacity.

Permitted Uses: Permitted uses include use by the Mayor and City Council members for the purpose of addressing issues or celebrating matter of a municipal nature with community impact; use by City government to carry out City business or celebrate City events; use by other levels of government to address issues relating to local Riverside issues; use by non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.

Non-Permitted Uses: The Pavilion may not be used for events such as weddings, receptions, other private parties and political (e.g. partisan, non-partisan, etc.) events.

Set-Up Fees: A set-up fee will be charged to all organizations requiring the use of tables and/or chairs. The set-up fee ranges from \$100 to \$225 depending on the size of your event.

Food/Beverage Service: As the operator of the Raincross Café in the lobby of City Hall, Provider Food Service will serve as the "Preferred Caterer" at the Pavilion. In addition to being the "Preferred Caterer", Provider is also give the first right of refusal with regards to catering service. Provider Food Service shall have the opportunity to match services/prices offered by other caterers for events held at the Grier Pavilion.

Alcoholic Beverages: Beer and wine will be permitted on the Pavilion, with proper permits in place, and must be served ONLY by Provider Food Service staff.

Audio/Visual Equipment: Use of venue electronics (e.g. microphone, flat panel screens, etc.) is permitted; however, a communications technician provided by the City must be present to operate all City-owned systems.

Restrictions: No additional furniture will be allowed on the Pavilion. Renters will be restricted to the use of tables and chairs provided by the City at the venue. Advertising for non-City events shall make it clear that the location is the Pavilion, but that the event is not sponsored by the City. Decoration shall be approved by the proper City Staff and may not include signage, banners or posters.



City of Riverside Grier Pavilion

Criteria for Use & Reservation Instructions

Reservation Instructions

An organization interested in hosting an event on the Pavilion must submit to the Mayor's Office a completed Reservation Request. A complete Reservation Request includes the completed Reservation Request Form, \$500 security deposit and proof of liability insurance (if applicable). The Reservation Request must be submitted no less than four (4) weeks prior to the event date. Reservation Request Forms can be accessed online at **www.riversideca.gov/mayor** or by calling the Mayor's Office at (951) 826-5551.

Security Deposit: A \$500 security deposit will be required at the time of reservation and must accompany the Reservation Request Form. Deposit payments must in the form of check, money order or cashiers check made payable to the City of Riverside. Cash deposits will not be accepted. Costs incurred for set-up, security and personnel required to staff events will be deducted from the organization's deposit. A list of estimated additional user fees will be provided to the hosting organization prior to the event date. The deposit, less additional user fees, will be refunded if there is no damage to the facility. Please allow thirty (30) days to process the return of your deposit.

Submission: The completed Reservation Request must be submitted to the Mayor's Office and can be done in-person or via US mail to:

**Attn: Grier Pavilion Reservation Requests
City of Riverside, Mayor's Office
3900 Main Street, 7th Floor
Riverside, CA 92522**

Once the Reservation Request has been received and approved by the Mayor's Office, an Arts & Cultural Affairs staff member will contact the hosting organization for further coordination.

If you need additional assistance please contact the Mayor's Office at (951) 826-5551.

Sample Provider Food Service Menu Offerings

Breakfast and Lunch

BREAKFAST

CLASSIC CONTINENTAL

Muffins & Pastry Assortment Fresh Fruit Platter,
Orange Juice and Starbucks Coffee

COUNTRY FEAST

Scrambled eggs, breakfast potatoes, choice of Bacon,
Sausage or Ham, with Breakfast Pastries, Fresh Fruit,
Orange Juice and Starbucks Coffee

LUNCH

ASIAN CHICKEN

Grilled chicken in a garden of romaine hearts, iceberg lettuce
and Napa cabbage, tossed in a light soy-ginger dressing and
topped with won tons, red ginger and sesame seeds

COBB SALAD

Tender, diced chicken, crumbled blue cheese, egg, Roma
tomatoes and black olives served over a bed of crisp garden
greens with choice of dressing

SMOKED DUCK SALAD

Chinese five-spice smoked duck, crisp greens,
Riverside citrus, red onion, crisp won-ton strips
and a soy-sesame dressing



Lunch and Dinner Buffets

GLOBAL FLAVOR OPTIONS

CHOICE OF ONE: California Chopped Salad—Classic Caesar Salad—Asian Slaw—Winter Waldorf

LATIN INFLUENCE BUFFET

Crisp tortilla chips & salsa fresca, Latin toppings and churros.

CHILI—LIME GRILLED CHICKEN - Pasilla Chili Sauce

OAXACA CHICKEN MOLE - Classic Mole Sauce

SHRIMP ENCHILADAS SUISES - Chili Verde Sauce

TORTILLA CRUSTED MAHI-MAHI - Poblano Crèam Sauce

ANCHO CRUSTED PORK LOIN - Pepian Sauce

ADOBO RUBBED ROAST SIRLOIN - Roasted Corn & Tomatillo Salsa

ITALIANO BUFFET

CHICKEN PICCATA - Lemon Caper Butter Sauce

PARMESAN CRUSTED CHICKEN - Marinara Sauce

ROASTED HERB TRI-TIP - Caramelized Shallot Sauce

GRILLED SALMON - Mediterranean Smoked Tomato Relish

PORK SCALLOPINI - Forest Mushroom Demi



ELEGANT SERVED AFFAIRS

AMERICANA

WEDGE SALAD

(Includes an artisan bread basket and choice of beverage)
Crisp iceberg topped by Applewood bacon, heirloom tomatoes, Gorgonzola cheese crumbles, crisp onions and chipotle ranch

SMOKED TRI-TIP OF BEEF AND SLOW ROASTED CHICKEN

With wild mushroom & tomato ragu, garlic-cheddar cheese mashed potatoes, green beans & Cioppolini onions

LUSCIOUS CHOCOLATE CAKE

With a trio of sauces

SEASIDE

CRAB CAKE NICOISE SALAD

Butter lettuce chiffonade, roasted corn, cucumber, avocado, olives, green beans, topped with crab cakes and a delicate citrus vinaigrette

GINGER-SOY MARINATED ALASKAN HALIBUT, CHILEAN SEABASS & MAHI-MAHI

with a citrus butter sauce, garlic mashed potatoes and Asian stir-fried vegetables

KEY LIME TART



REFRESHMENT RECEPTIONS

For receptions that require light refreshments during non-meal period, creative snacks and beverages are available to mix and match

SAVORY TREATS

Crisp tortilla chips & salsa fresca
(Guacamole available upon request)

SWEET TREATS

Petite dessert bars
Handmade cookies

BEVERAGES

Includes one beverage
Iced tea–lemonade–Starbucks coffee

ORDERING OPTIONS

Choose any two bites & beverage
Choose any three bites & beverage
Choose any four bites & beverage

